

**Town of Stockton Springs
Harbormaster
Position Description**

General Information:

This position is responsible for overseeing the activities, maintenance, and operation of Stockton Harbor, and all waters within the Town. This position reports directly to the Town Manager and is a part-time stipend position. Hours of work are flexible with a notable presence required at the Harbor on weekends during peak season. Work schedule is subject to approval by Town Manager.

Position Overview:

Position requires extensive communication and interaction with the public, the Harbor Committee, vendors, and the Town Manager; electronic and paper record keeping; operation of the Harbormaster's vessel; supervision of an Assistant Harbor Master (if so staffed); preparation of appropriate correspondence and reports; administration of Harbor budget; compliance with provisions of 38 M.R.S.A., chapter 1, subchapter 1; and compliance and enforcement of the Coastal Waters and Harbor Ordinance of the Town, as amended.

Essential Duties and Responsibilities (not all inclusive):

- Enforcement and compliance with all applicable Federal, State, and Town laws, regulations, policies, and ordinances
- Directs all aspects of moorings in Stockton Harbor
- Maintains all Harbor electronic and paper records, including but not limited to: mooring holder list and waiting list
- Ensures the navigation channel remains obstruction –free
- Oversees the use of the docks, ramp, dinghy storage facilities, shorefront property, portable restroom facilities, Harbormaster's building, and storage building
- Maintains an activity log for the Harbor, preparing a written annual report of the activities of the Harbor, and preparing a written monthly report to the Town Manager.
- Attends all meetings and serves as a non-voting member of the Harbor Committee; advises the committee, as necessary
- Administers the Harbor budget throughout the year, under the supervision of the Town Manager
- Responds promptly and professionally to telephone and email contacts
- Coordinates legal enforcement activity with the Town Police Department, Waldo County Sheriff's Office, Maine Marine Patrol, U.S. Coast Guard, or Maine State Police, as appropriate
- Maintains the Harbor grounds including the shorefront, buildings, and lawn.
- Performs other duties as assigned by the Town Manager

Requirements:

- Thorough knowledge and understanding of State and Town Harbor-related laws, regulations, and ordinances
- Ability to independently relate to and communicate with boaters, commercial fishermen, regulatory agencies, law enforcement agencies, and the general public
- Experience in the operation and maintenance of watercraft; ability to properly operate the Town Harbormaster's boat and associated radio, safety, and navigational equipment
- Availability and flexibility during the summer boating season and at other critical harbor events, such as placing, maintaining, and removing Town docks.
- Ability to effectively utilize a computer, including software programs such as excel, for the purpose of keeping accurate electronic and paper records.

Training and Experience Required:

- A minimum of high school graduation or a GED; Associate's degree preferred
- Obtaining, at a minimum, the basic Harbormaster training available through the Maine Harbormaster's Association within one year of appointment

Amended: December 13, 2017